

Title: DIVISION FINAL INSPECTIONS	Number: D65-10-03	Revision No.: OD	Effective Date: 31 JAN 97
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31 January 1997

STANDARD OPERATING PROCEDURE D65-10-03

From: D65
To: D65 Division

Subj: DIVISION FINAL INSPECTIONS

Ref: (a) SOP D65-10-01 Division Receiving Inspection
(b) SOP D65-10-02 Division In-Process Inspection
(c) SOP D65-13-01 Division Control of Nonconforming Product
(d) SOP D65-16-01 Division Quality Records

1. Purpose. To establish a system and provide instructions for the performance of final inspections.

2. Scope and Application. This procedure applies to finished products of the Division. This procedure also assigns responsibilities for performing and recording the final inspection.

3. Procedure. All finished products are subjected to final inspection upon their completion. Final inspections are witnessed by Quality Control (QC) inspectors or trained and certified production inspectors. Specific final inspection requirements are determined jointly by the "performing" Branch and Quality Assurance (QA). Final inspection requirements and related instructions are approved by QA and are communicated to the QC inspectors by written instructions.

a. Final Inspection Requirements - As a minimum, final inspection requirements include the following:

(1) Review of the work order documentation to ensure that all specified operations, processes, receiving inspections, and in-process inspections are signed off.

(2) Visual inspection of product to ascertain that all specified operations are completed and to detect any visible quality problems.

(3) Performing and recording required measurements and testing to evaluate product conformance/performance.

If a product passes all the reviews, inspections, and testing, an Electronic Equipment Evaluation Control Form (EEEC) is prepared, which is signed and dated by the technician and inspector. The EEEEC must contain the following information: serial number, model number, NSN, P/N,

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nomenclature, parts changed, and actions performed. The product is then moved to the “finished products” storage area.

b. Final Inspection Records - Records of the final inspections are made by the inspector and technician signing and dating the EEEEC. These signatures indicate that the product or item inspected met sponsor/customer requirements and/or product specifications. The EEEEC together with other product quality records, such as material certificates and documents established during the other inspections, are preserved as permanent records within the Division (see Procedure SOP-16-01, Quality Records).

c. Nonconforming Product - If a nonconforming product is identified, the operator labels the product with a REJECTED sticker or tag and initiates a nonconformity report in accordance with Procedure SOP-13-01, Control of Nonconforming Product. The product is labeled REJECTED and is moved to a designated area. Copies of the nonconformity report are forwarded to Quality Assurance (QA).

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